26th Annual
Pan-Ram Invitational
April 12, 2014
Invitation Letter

Dear Track & Field Coach and Athletic Director:

Your team is cordially invited to compete at the **26th Pan-Ram Invitational** on **April 12, 2014**, at Central Dauphin Middle School's Landis Field in Harrisburg, PA. **Puma/Keystone Track Club** will again sponsor a **1500m race at 11:00 am open to anybody and may feature some of the area's best post scholastic runners.** Enclosed are: Reservation Form/Instructions, Rules, Order of Events, and **Penntrackxc** Entry Information. For questions, contact Rick Leuschner at fgleuschner@cdschools.org or (cell) 717-645-6194 with any questions.

Important Due Dates:	Reservation Form:	5:00 pm, February 9
	Entry Fees:	5:00 pm, March 9
	Meet Entries:	8:00 pm, April 9

Facilities: Landis Field is a premier venue for track and field competitions and is located at the Central Dauphin Middle School in Harrisburg, PA. The 8-lane track, the **javelin and all jumping runways** are made of **Rekoflex S polyurethane** and **resurfaced in the fall 2013**. The shot and discus are concrete pads. No contestant will be permitted to have spikes longer than 1/4" (6 mm) in length. An athletic trainer is available on the infield of the track and Booster Clubs will offer food, snacks and commemorative t-shirts.

Schedule: Field events begin at 9:00 am and running events at 9:00 am. The *Order of Events* is included.

Meet Format: All contestants will compete together with no distinction between AA and AAA.

Awards: The **top 8 athletes** in each event receive **engraved spin-cast medals**. Several selected events feature special memorial plaques. The 1st, 2nd, and 3rd place boys' and girls' teams receive plaques.

Reservation: **Reservation forms are due 5:00 pm, February 9**. Acceptance notification will be by email.

Entry Fees: **Entry fees are due 5:00 pm, March 9.** Each team of 18 or more members is $180.00. A boys' and girls' team would be $360.00. Individuals or incomplete teams of 17 members or less may enter for $10.00 each. **Make checks payable to CD T&F Booster Association.**

Athlete Entry: **Entries are due 8:00 pm, Wednesday, April 9**. No changes will be allowed after this time. Meet entries will be completed using http://www.penntrackxc.com. Entry instructions are included in this information packet. **You are permitted to enter 3 athletes in each individual event, however only 2 may compete on meet day. Only 1 relay team per event is allowed.**

Coaches Meeting: A mandatory coaches meeting will begin at 8:15 am and cover preliminary remarks/instructions including the starting heights of the pole vault and high jump. Coaches will submit scratches in all running events. All field event scratches will be taken at the event. **Only athletes who have been previously entered in the meet and have been issued a number may compete.** <u>No new entries will be permitted</u>. <u>If you are not sure if your athlete will compete, enter 3 in each event and scratch down to 2</u>. Any athlete entered in the meet who has been issued a number may run in a relay provided he or she has not already competed in 4 events.

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Reservation Form

The first 32 boys'/32 girls' teams will be accepted on a "first come first served basis." Preference will be given to past participants.   Teams with of 18 or more entries are $180.00. A boys'/girls' team would be $360.00. Sending a team to another meet? Individuals (17 or less) are welcome to come for $10.00 each.

STEP 1: _____   _____
　　　　　　　　　　　　Name of School　　　　　　　　　　Signature of Coach or Athletic Director

STEP 2: We plan to enter:

	Team Totals	School Total
Boys' Team at $180 or #_____ Individuals x $10 each =		
Girls' Team at $180 or #_____ Individuals x $10 each =		

STEP 3: Please print the information below:

	Boys' Team	Girls' Team
Name of Coach:		
Favorite Color: circle one	Red　　Orange　　Yellow Green　　Blue　　Purple	Red　　Orange　　Yellow Green　　Blue　　Purple
Email Address:		
School Fax:		
School Phone:		
Home Phone:		

**STEP 4: Fax this completed form by
5:00 pm, Sunday, February 9 to:**
➡ 717-703-5732

**STEP 5: Receive acceptance conformation and
password from the Meet Director**
➡ *"Accepted, You're in!"
Password: "panram26"*

**STEP 6: Send entry fees payable to:
CD T&F Booster Association
received by 5:00 pm, Sunday, March 9 to:**
➡ CD T&F Booster Association
PO Box 6051
Harrisburg, PA 17112

http://www.penntrackxc.com

**STEP 7: Enter athletes and submit by
8:00pm, Wednesday, April 9 at:**
➡

**STEP 8: Arrive at the meet by 8:15 am.
Attend *scratch meeting* under Press Box.
Submit scratches and have a great day!**
➡ QUESTIONS????
Contact Rick Leuschner at
fgleuschner@cdschools.org
(school) 717-703-5360 x237
(cell) 717-645-6194

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Rules

1. The National Federation Rules shall govern the meet, except where PIAA exceptions take precedence. PIAA modifications will be enforced. (eliminate 800m relay; 400m prior to 400m relay; no jewelry)

2. Contestant numbers will be assigned and must be worn on the **front** of each athlete.

3. Only spikes of ¼" (6mm) or less will be permitted on Rekoflex surfaces, including field event runways.

4. All timing will be FAT with times recorded to the hundredths of a second.

5. The 100m, 200m, 100m hurdles, and 110m hurdles will be run in trial heats with the eight (8) fastest times advancing to the finals. All other races (including the 200m) will be run as finals with a seeded section running last. Places will be based on time.

6. Competitors in the long jump, triple jump, shot put, javelin, and discus will be given three (3) attempts in flights with the best nine (9) performers advancing to the finals for three (3) additional attempts. Trial flights will be arranged so the best performers will compete last.

7. A mandatory coaches meeting will begin at 8:15 and cover preliminary remarks/instructions. Food and drinks will be provided. Coaches will submit scratches in all running events. All field event scratches will be taken at the event. **Only athletes who have been previously entered in the meet and have been issued a number may compete. No new entries will be permitted.** If you are not sure if your athlete will compete, enter 3 in each event and scratch down to 2.

8. Relay teams must be entered with (4) relay members and (2) alternates. However, individual participants need not be declared until event check-in. Any athlete entered in the meet who has been issued a number may run in a relay provided he or she has not already competed in 4 events.

9. No javelins may be thrown in any area but the javelin warm-up area.

10. Competitors in the pole vault are not permitted in the pole vault area until an Official is present. Pole Vault Verification Forms **must** be submitted and poles inspected prior to the event.

11. Starting heights for the high jump (B-5' 2"/G-4' 2") and pole vault (B-9' 0"/G-7' 0") will be decided based on the weather and announced at the Coaches meeting.

12. The 1600m relay will be run with a three (3) turn stagger. The first turn of the 3200m relay, 800m, 1600m, and 3200m will probably run in two (2) alleys.

13. Starting blocks will be provided.

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Order of Events

Running Events		**Field Events**	
9:00	Girls' 4 x 800 meter relay - finals	9:00am	Boys' Shot Put
9:25	Boys' 4 x 800 meter relay - finals		Girls' Discus
			Girls' and Boys' Pole Vault
9:50	Girls' 100 meter low hurdles – trials		Boys' Triple Jump
10:10	Boys' 110 meter high hurdles – trials		Girls' High Jump (Boys' follow)
			Girls' Long Jump
10:30	Girls' 100 meter dash – trials		
10:45	Boys' 100 meter dash – trials		
11:00	**Puma/Keystone Track Club 1500m Open Race**	10:30am	Boys' Javelin
11:20	Girls' 100 meter low hurdles – finals		
11:25	Boys' 110 meter high hurdles – finals		
11:30	Girls' 100 meter dash – finals		
11:35	Boys' 100 meter dash – finals		
11:40	Girls' 1600 meter run – finals		
12:00	Boys' 1600 meter run – finals		
12:20	Girls' 400 meter dash – finals	12:30pm	Boys' Long Jump
12:40	Boys' 400 meter dash – finals		Girls' Triple Jump
1:00	Girls' 4 x 100 meter relay – finals	1:00pm	Boys' Discus
1:20	Boys' 4 x 100 meter relay – finals		Girls' Shot Put
1:40	Girls' 300 meter intermediate hurdles - finals		
2:00	Boys' 300 meter intermediate hurdles - finals	2:00pm	Girls' Javelin
2:20	Girls' 800 meter run – finals		
2:35	Boys' 800 meter run – finals		
2:50	Girls' 200 meter dash – finals		
3:10	Boys' 200 meter dash – finals		
3:30	Girls' 3200 meter run – finals		
3:55	Boys' 3200 meter run – finals		
4:20	Girls' 4 x 400 meter relay – finals		
4:40	Boys' 4 x 400 meter relay – finals		
5:15	Team Awards Presentation		

Step 1: Go to your home MileSplit – address is state abbreviation.milesplit.com – ex: http://pa.milesplit.com. If you already have a userID and password from your MileSplit state, skip to Step 3. If you do not, then you must first do Step 2.

Step 2: In the header on the right, it will say "you are not logged in." Beside that, click the "Register" button, and fill out the information. You can select your own ID, but you will be emailed a password (which you can change later).

Step 3: Please note you may be on the national portal - www.milesplit.com. There are no teams on the national portal, so if you do not see Teams on the nav bar - you will need to switch to your home state to find your team. Either change the www to your 2 digit state abbreviation, or click on the navy bar over MileSplit - the Premier HS TF/XC Network to go to the about us page which has the list of states links toward the bottom of the page. Once you are on your individual state page, you will see a nav bar that includes Teams. Click on "Teams" in the toolbar and locate your team.

Step 4: Click on your team name and once on that page, look beneath the team title and then click the link that says "Claim this Team.

Step 5: Click either Coach or Team Administrator, but not both. Each has the same access to your team roster and online meet registration.

Step 6: Click on the "Yes, I am a coach on this team" at the bottom of that page. You may add your team position in the text box, and any other information you believe we will need to quickly verify you are a coach. A school email address is also a very good indicator we use.

Step 7: Wait for a confirmation email from MileSplit saying that you are approved to be a Team Coach or Team Admin. Most requests are approved within several hours. If you have not received the email within 12 hours, please check your junk or spam folders for the email.

If you have questions, please feel free to contact, MileSplit Online Registration support, Gayle Rich at grich@milesplit.us.

IF YOU HAVE ALREADY REGISTERED BUT FORGOTTEN YOUR PASSWORD
Click on Login. On that page is a link if you have forgotten your password. Click and fill out your username, or email address. If you do not quickly receive it, you may have a typo in the email address you originally entered, or it may be going to your spam mail folder. It is a server generated email and many mailservers read that as spam. If you do not get it, email Gayle Rich at grich@milesplit.us. When you receive it, click on the link and it will allow you to reset your password. Then login.

EDITING YOUR TEAM ROSTER
Step 1: Make sure you are logged in. Go to your team page by clicking the "Teams" link in the tool bar. (If you do not see the teams link, you are not on a state site. Go back to Claim your team Step 1 at top of page and read and follow those directions.) Scroll down and click on your school name. Once on your team page, you will see a link directly under the team title that now says "Team Manager." Click it.

Step 2: On the left side of the page, click "Roster."

Step 3: Now you will see a screen with both boy and girl athletes associated with your team. Look through the list --- you may find many athletes that should only be on the (Indoor/Outdoor) Track Roster or only on the Cross Country Roster. If the athlete has already graduated and there is a graduation year, they will not appear on the live roster or in online registration. If a grad does not have the year (indicated from the 0 beside their name), click their name and add it from the drop-down box within edit athlete.
    If you see misspellings, click the name and make the correction.
    If you see duplicate athletes, please copy the names and email to your state webmaster (email at bottom of each page) or grich@milesplit.us. We merge them, and by doing this, it ensures that all performances on either profile will not be lost.
    If a current athlete does not have a grad year, please add it. (please note, we do not add college grad years). All grad years are HS.

The XC and TF designate the rosters that the athlete will appear on during online registration. Please take a few moments to either "Remove from XC", or "Remove from TF", so that you will have fewer names when doing online registration. If an athlete is on both XC and TF rosters, you don't need to change a thing. You can always add an athlete back on a roster by checking the name and "Add to XC". And if you need to add new athletes, simple click "Add Athlete" and fill out as much info as you know, but the first name, last name and HS grad year are most important.

Step 4: You are now ready to enter a meet using the MileSplit Online Registration system.

ENTERING A MEET ONLINE
Step 1: Make sure you are logged in. You should have already claimed your team and edited your roster. If not, go back to the beginning before doing this step.

Step 2: Go to your state's page and click in the tool bar on "Calendar." Select the current season, and look for the meet you wish to enter. If the meet is open, you will see a green "Online Entry" box. Click it. Then on the meet page, click the green "Enter Online Now" bar below the meet title, date and location. (If the bar is yellow, the meet is not yet open. If it is red, the meet is closed, you may click on it to view your entries, print your confirmation, etc., but you cannot make changes at this time.)

Step 3: You will see a screen that says Online Registration, with details on the meet. Click "Enter Team." Note: If it is a password-protected meet, you will have to get that information from the meet director. MileSplit personnel are not authorized to release that information to coaches.

Step 4: Fill out the information on the next page, which is the team entry form. Your team name should be selected at the top, but if it is not, click the appropriate radio button. Your name and your email address should already be in the boxes. Enter your daytime number and an evening number. These can be the same, but both are mandatory.
    If you have another coach you'd like to have access, select Additional Contact, and fill out their information. Then select the Divisions you are entering, and click "Enter Team."

Step 5: You will now see the list of events for all your divisions on the left hand side. Click the first event in which you have athletes to enter. Your Athlete Pool will be displayed on the left hand side. Click all the athletes you are entering in that event. When each one is selected, they move to the "Currently Entered" column.
    If you forgot to add an athlete to the roster, you can take a moment before leaving any of the event entry pages to click "Go to Team Page to Edit Roster." This is at the bottom of the page. It will open a new window to your team roster page where you can add an athlete. Then return to the online registration window and continue entering athletes.
When all athletes are entered in an event, click "Done Editing." You will be returned to the Event Entries page, where you can continue to enter athletes by event. When you have entered all of your athletes, at the top of the events list is a yellow box with a Print Confirmation link. Click and print confirmation of your entries.

Step 6: If you are entering a Middle School team as well as a High School team, you will need to start from the Team Entry Form page and select that team. JV teams will be displayed with all HS divisions.

Step 7: If you need to edit your entries again before the meet closes, you will go back to the meet page and again click the green "Online Entry" box. It will say "Already Entered." Simply click "View/Edit Entry" and you will be in the event section.

** When one coach has already entered, and it seems as if you cannot enter the opposite gender.
  1. Log into the system as you.
  2. Go to the meet page and click the green Enter Online button.
  3. The page you get says you're already entered, but click on the blue View/Edit entry link. That will take you to the meet entries page.
  4. All of the entries you see on the page are girls (or vice versa) entries, so you need to click on the blue Edit Divisions Entered link on the right. Then click on the blue Enter link for the male division (or vice versa). That will open up the male entries. Then you can proceed to enter athletes into the events

If you have questions, please feel free to contact your state webmaster or MileSplit Online Registration support, Gayle Rich at grich@milesplit.us.

To Enter a Meet as an Individual:
When you click on the green button to enter the meet, it will send you to a register or login in page if you have not logged in. If you do not have a MileSplit or state site username and password, you have to register and get emailed the password. Once you receive that, login (top right on gray bar), go to the meet page, click on the green enter online now button - enter individual. It will identify you by name from your username. Add your contact phone numbers (for meet director's use only) and click enter individual. It will then tell you "you have not claimed an athlete" and ask you to do a search for an athlete, add your name and search - if you do not find yourself, you may enter a new athlete and enter the meet. If you find yourself - from being in our system as a high school or college student, you must click on your name, go to the profile page, and if it is indeed you, you must claim your page and await admin approval. Then when that arrives (usually the same day), you can enter the meet.